



## TOWN OF BREWSTER, MA JOB DESCRIPTION

<b>Title:</b> Floating Department Assistant	<b>Classification:</b> Personnel Bylaw
<b>Department:</b> Town Administrator	<b>Grade:</b> 3
<b>Reports to:</b> Executive Assistant	<b>FLSA Status:</b> Non-Exempt
<b>Effective Date:</b> 10.21.2022	

### Summary

Position performs office, administrative and public service work assisting with the operation of the office they have been assigned; as a floater, this position can be assigned to any department depending on departmental need. All other related work, as required.

### Essential Functions

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Answers the phone and assists the public; relays information in person, by phone, in writing and by electronic media; provides information about Department programs and/or procedures; assists applicants in completing forms and applications; refers people to correct sources of information; analyzes and examines situations and next best courses of action when dealing with customers; coordinates with and makes referrals to other departments.

Performs a wide range of clerical duties including, but not limited to filing, data entry, drafting of correspondence and reports; maintaining files and records (both physical and electronic) of the department(s), distributes mail, and acts as a go to for general office help.

Processes accounts payable for assigned departments.

May assist with processing department attendance, payroll, accounts payable & receivable, public records requests, and drafting meeting minutes when assigned to cover other offices.

Special projects as assigned.

Performs other similar or related duties, as required or as situation dictates.

### Supervision

*Supervision Scope:* Performs varied and responsible functions requiring a working knowledge of departmental operations and the exercise of judgment and initiative,

*Supervision Received:* Works under the general supervision of the Executive Assistant, following department rules, regulations, and policies; duties require the ability to plan and perform operations and independently complete assigned tasks, according to prescribed time schedules.

*Supervision Given:* None.



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### **Recommended Minimum Qualifications**

#### Education, Training and Experience

High school degree required; advanced training desired; minimum one year office or related experience required; municipal experience preferred; or an equivalent combination of education, training, and experience.

*Knowledge:* Knowledge of office practices and procedures; knowledge of basic financial record keeping. Knowledge or ability to learn state and local laws required to become proficient. Knowledge and experience with various computer systems.

*Ability:* Ability to work collaboratively with others. Ability to work in different departments and quickly adapt to each departments unique needs. Ability to interact appropriately and tactfully with the public; ability to develop an understanding of regulations; ability to maintain detailed records; ability to learn and explain Department regulations; ability to work independently; ability to follow detailed timetables.

*Skills:* Excellent customer service and organization skills, excellent written and verbal communication skills, excellent computer skills including MS Office applications. Must be able to adapt to working in different offices and varied clerical responsibilities.

### **Job Environment**

- Work is performed in office conditions, with the expected variations of different departments. Frequent interruptions to respond to requests for information or service; work is subject to fluctuations, and administrative deadlines.
- Operates computer, printer, telephone, copier, facsimile machine, plotter, and all other standard office equipment.
- The employee has frequent contact with residents, the general public, co-workers, and town officials.
- The employee has access to department confidential information.
- Errors could result in delay of service, monetary loss, or legal repercussions for the Town.

### **Physical Requirements**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit, communicate, or hear. Occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 15 pounds. Vision and hearing at or correctable to normal ranges to read documents and analyze data. This position requires the ability to operate a keyboard at efficient speed.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*

*Town of Brewster, MA*

*Dept. Assistant – Floater*

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